



**DEPARTMENT OF THE ARMY
342nd MILITARY POLICE BATTALION
261 EAST 19TH STREET, BLDG. 1000
FORT LEONARD WOOD, MISSOURI 65473-5600**

REPLY TO
ATTENTION OF

ATZT-DEL

JUL 19 2005

MEMORANDUM FOR The 342nd Military Police Battalion

SUBJECT: 342nd Military Police Battalion Command Policy #7 (Duty Certification)

1. REFERENCE. Annex P (Duty Certification), PMO SOP.
2. PURPOSE. To prescribe policy and procedures for the initial training and certification of newly assigned personnel who perform law enforcement and access control related duties.
3. SCOPE. Applies to all military and civilian personnel assigned to the 342nd Military Police Battalion, who perform law enforcement and access control duties, to include duty as Military Police Duty Officer (MPDO), Patrol Supervisor, and PMO law enforcement support sections.
4. GENERAL. Law enforcement and access control are inherently dangerous missions. As leaders it is crucial that we ensure that only knowledgeable and properly trained personnel are allowed to perform these duties. Therefore, we must ensure that all personnel are adequately trained in necessary skills, and are knowledgeable of Fort Leonard Wood policies and procedures. Commanders and supervisors should add to these requirements as necessary in order to meet the specific needs of their personnel, but are not authorized to take away from them.
5. POLICY.
 - a. All personnel must be certified prior to performing unsupervised law enforcement and access control duties. The term unsupervised is defined as performing duty without one-on-one supervision.
 - b. The 342nd MP Battalion Duty Certification Record will be used to document completion of the certification process. The certification record is located in Annex P of the PMO SOP.
 - c. Certification consists of the following elements.

(1) Successful completion of the Military Police Training Program (MPTP), to include listed special equipment certifications. Requests to validate any portion of MPTP based upon an MP's prior training and certification will be considered on a case-by-case basis, and approved by the Provost Marshal.

(2) Successful completion of on-the-job training (OJT) with an MP/civilian already certified in the position. The following OJT requirements are minimum standards. It is the responsibility of the individual's chain of command to ensure proficiency. Additional training will be conducted as necessary.

(a) Law enforcement OJT (ride-along) will be a minimum of 5 days (1 day per patrol area) for MPs with no previous law enforcement experience. MPs with prior law enforcement experience will complete 3 days. At least one OJT day needs to be completed in each of the shift periods.

(b) Access control OJT will be a minimum of 4 days (1 day per gate).

(c) Personnel working both missions are required to complete both OJT periods (i.e. 7-9 total days).

(d) MPDO and Patrol Supervisor OJT will be a minimum of 2 days. One day of OJT must be on a Saturday or Sunday.

(3) Qualification on shotgun (except MPDO) and their assigned 9mm pistol within the last 6 months.

(4) Possession of a valid state driver's license and OF 346, US Government Motor Vehicle Operator's Identification Card, with emergency vehicle qualification.

(5) In addition to MPTP, personnel assigned to PMO sections will also complete position-specific training and complete a job-specific OJT period as determined by the PMO NCOIC based upon job requirements and individual proficiency. Specific requirements are listed in Annex P of the PMO SOP.

6. RESPONSIBILITIES.

a. Company Commanders.

(1) Certify, in writing, all assigned personnel prior to them performing unsupervised law enforcement, access control, and PMO section duties.

(2) Conduct OJT portion of certification for newly assigned personnel (other than PMO sections). Personnel assigned to conduct OJT are to be selected based upon experience, competence, and familiarity with 342nd MP Battalion SOPs and applicable Fort Leonard Wood Regulations and Policy Letters.

(3) Establish internal process for tracking certification and driver licensing.

(4) Ensure that Soldiers attending MPTP bring their LEC Duty Certification Record with them. Ensure it is properly completed and the completed copy kept on file for all MP Soldiers within the unit.

(5) Ensure that all Soldiers attending MPTP are free of appointments and other training distracters that may result in being absent from needed or required training.

b. Battalion S-3.

(1) Overall responsible for the scheduling, coordination, and conduct of MPTP.

(2) Ensure MPTP is scheduled at least quarterly, or as necessary to support unit requirements.

(3) Modify the 342nd MP Battalion Duty Certification Record as necessary to support approved training requirements.

c. PM Operations Officer.

(1) Review MPTP program of instruction to ensure it is current in regard to existing policies and procedures. Changes will be coordinated with the Battalion S3 and SGM, and approved by the Provost Marshal or Deputy Provost Marshal.

(2) Provide SME support to training as required.

(3) Establish PMO section-specific training and conduct OJT portion of certification for PMO section personnel.

(4) Certify individual Soldiers upon successful completion of MPTP. Submit completed certification sheets to the appropriate unit.

7. This policy supercedes Law Enforcement Command Policy 03-02.



MICHAEL D. BLACKWELL
LTC, MP
Commanding